

Expired Goods

Report Module Guide: Expired Goods Report

Module Location

Inventory > Reports > Expired Goods

Module Objective

The **Expired Goods Report** module is used to generate a list of all items in inventory that will or have already passed their expiration date. This report is crucial for companies that manage goods with a limited shelf life (such as food, beverages, or chemicals) to minimize losses and ensure product quality.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Warehouse / Item/Service Category Type:**
 - Filter the report for a specific **Warehouse** or **Category Type** (e.g., FINISHED GOODS).
- **Period:**
 - Specify the date range in the **From** and **To** fields.
- **Based on:**

- **Important!** Select the basis for the period filter:
- **Arrival Date:** Displays goods that were received in that period.
- **Expiry Date:** Displays goods that will expire in that period.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need. To see goods that will expire this month, select **Based on: Expiry Date** and set the **Period** for the current month.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]:** To preview the report directly on your screen.
- **[Export to MS Excel]:** To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report is a list of items managed by batch or lot, along with their expiration dates.

This report displays important details such as:

- **Item/Service Code** and **Item/Service Name**.
- **Arrival Date**: When this batch of goods was received.
- **Expiry Date**: The expiration date for that batch.
- **Lot No**: The batch or lot number of the goods.
- **Qty**: The remaining quantity of that batch.

Tips & Important Notes

- Use this report **proactively** to identify goods that are approaching their expiration date.
- Goods nearing expiration can be prioritized for sale (using the **FEFO - First Expired, First Out** principle) or be used for a promotional program to avoid losses.
- This report is crucial for the **Warehouse Management, Quality Control (QC), and Sales teams**.

Revision #1

Created 15 October 2025 13:44:44 by Muhammad Ali Akbar

Updated 15 October 2025 13:46:25 by Muhammad Ali Akbar